LESSON 26: Reviewing the Performance Assessment Report (PAR) – The Provider Role

Background: Once the assigned PAR Evaluator completes and submits the online PAR, CCQAS notifies the Provider that a view-only copy of the PAR is available for review and acknowledgement.

Objective: To practice reviewing and acknowledging a completed, online PAR as a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as the Provider whose performance was assessed in Lesson 25: _____.

> *Note*: If any PAR Reviewers were assigned to review the PAR, the Provider and the PAR Reviewer(s) will receive a "Task = *Review PAR"* simultaneously.

Step 2: Double-click on the "Task = *Review PAR*" on the work list. The application will open to the "Profile" section of the "Performance Assessment Review Form."

Step 3: Review the PAR. All information entered by the PAR Evaluator will be viewable by the Provider.

> *Note:* The Provider may navigate among different view-only sections of the PAR by clicking the vertical Navigation bar along the left side of the screen.

Step 4: Open the Navigation bar and click on "E-Signature." On the "E-Signature" screen, the overall evaluation and comments rendered by the PAR Evaluator will be displayed. Enter some optional comments in a second **Comments** box screen, and then click <**Submit**>. A warning message will be returned. Click <**OK**>. The work list will refresh and no open tasks will be displayed.

> *Note:* The Provider's acknowledgment of the PAR is <u>not</u> required in order for a Renewal or PCS application to be routed and reviewed.

Step 5: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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